

<b>ALASKA PIONEER HOME</b>		<b>P&amp;P No: 06.04</b>
<b>Title: Hazard Communication</b>		<b>Approval: D. COTE</b>
<b>Key Words: Plan, MSDS, PADS, Label, Training</b>		
<b>Team: Maintenance, Housekeeping, Nursing</b>	<b>Effective Date: 8/1/12</b>	<b>Page: 1 of 5</b>

## **PURPOSE**

To ensure that the Alaska Pioneer Homes (AKPH) are in compliance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard 29 CFR 1910.1200.

## **POLICY**

The Hazard Communication (Haz-Com) Standard is explained to each AKPH employee, including the hazardous properties of the chemicals they work with, and measures to take to protect themselves from the chemicals.

The Haz-Com Coordinator maintains a list of all hazardous chemicals used in the Home, and updates the list as necessary.

The Material Safety Data Sheet (MSDS) for each hazardous chemical used in the Home is kept in a notebook and readily available to all employees at all times.

## **DEFINITIONS**

**MSDS** (material safety data sheet) is a form with data about the properties of a substance. It is intended to provide workers with procedures for handling or working with that substance in a safe manner.

## **PROCEDURE**

### **I. Hazard Communication Plan/Program**

#### **A. General hazard communication**

1. Hazard communication is a warning that chemicals in a product can cause harm if not used properly.
  - a. Hazardous substances include:
    - 1) Physical hazards such as combustible liquids or compressed gas.
    - 2) Health hazards such as toxic, carcinogenic, or corrosive chemicals.
2. The warnings provide information to the workers who use the chemicals about how the chemicals can harm and how to use them safely.

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3. Hazard communication is a process that involves chemical manufacturers, importers, distributors, and the workers that use the chemicals.

B. Steps in the hazard communication process

1. Chemical manufacturers or importers determine if the chemicals they produce are hazardous.
2. The manufacturers or importers prepare material safety data sheet (MSDS) that describe the chemical's hazards.
3. Every hazardous chemical that is sold must have an MSDS and a label that identifies the chemical and warns of its hazards.
4. The Home purchases chemical products from a manufacturer, distributor, or importer.
5. A written hazard communication plan and MSDS identifies the hazardous chemicals used at the Home.
6. A description of how to use the MSDS, warning labels, and staff training is available.

C. Hazard communication plan

1. The Home maintenance supervisor is the designated Haz-Com plan coordinator.
  - a. Responsible for acquiring and updating the MSDS.
    - 1) If possible, only one person should be responsible for managing all the data sheets in the Home.
  - b. Reviews each MSDS to assure that it is accurate and complete.
  - c. Clears all new procurements for the Home.
  - d. Assures procurement of the least hazardous substance.
  - e. Receives an MSDS prior to or at the time of receipt of the first shipment of any potentially hazardous chemical purchased from a vendor.
    - 1) If a vendor fails to provide an approved MSDS in a timely manner, the procurement may be discontinued.
  - f. Regularly checks to ensure that containers in the Home are labeled and that labels are up to date.
2. Preparing the plan
  - a. List the chemicals to which the Home employees could be exposed.
  - b. List the chemicals in all forms that are hazardous, including liquids, solids, gases, vapors, fumes, and mists.
  - c. Update the list when new chemicals are introduced to the Home.
  - d. Describe training about chemical hazards to the Home staff.
  - e. Explain employee protection from hazards associated with each chemical.
  - f. Identify the MSDS, the location of the sheets, and warning labels on the chemical containers.



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- g. Describe non-routine tasks with associated exposure and protection.
- h. Identify hazardous chemicals in pipes.
  - 1) Focus on hazardous chemicals in pipes that run through employees' work areas.
- i. Inform contracted employees about the hazardous chemicals to which they may be exposed.

**D. Material Safety Data Sheet (MSDS)**

1. A current MSDS is kept for each hazardous chemical product to which the AKPH employees could use or be exposed.
  - a. All new and current incoming chemicals must have a current MSDS on file before the chemical can be used in the Home.
2. Determine a location to store the MSDS that is accessible by all staff.
  - a. Describe access to a paper file or an electronic format.
  - b. AKPH employees must be able to review MSDS in their work area at any time.
    - 1) OSHA mandates that the Home MSDS be accessible within 5 minutes at all times.
3. It is not necessary to keep an MSDS for hazardous chemicals that are no longer being used in the Home.
4. OSHA requires that a record of the substances used at the Home, such as the MSDS, be kept for 30 years. Include in the record:
  - a. Name of chemicals,
  - b. Where the chemicals were used, and
  - c. The years the chemicals were used.
5. Information included in each MSDS:
  - a. Chemical name and trade name.
  - b. Hazardous and carcinogenic materials.
  - c. Exposure limit to the chemical.
  - d. Physical data such as melting point, boiling point, and flash point.
  - e. Toxicity, lethal dose.
  - f. Health effects by overexposure.
  - g. First aid for exposure.
  - h. Stability and reactivity.
  - i. Handling and storage.
  - j. Disposal considerations.
  - k. Ecological and environmental information.
  - l. Protective equipment.
  - m. Spill-handling procedures.
6. The MSDS format of 16 sections is followed by most manufacturers.

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- a. The information presented by each manufacturer is comparable, but looks different.

**E. Physical Agent Data Sheet (PADS)**

- 1. A PADS is available for each physical agent present in the Home workplace.
- 2. Physical agents include:
  - a. Cold stress.
  - b. Heat stress.
  - c. Hand-arm vibration.
  - d. Ionizing radiation.
  - e. Ultraviolet radiation.
  - f. Radio frequency/microwave radiation.
  - g. Lasers.
  - h. Noise.

**F. Label hazardous chemical containers**

- 1. Every hazardous chemical container at the Home is properly labeled.
  - a. Labels are written in English and are legible with the entire label visible and not obscured.
  - b. The identity of the chemicals is listed with appropriate hazard warnings.
  - c. The name and address of the manufacturer or importer is stated.
  - d. A contact is given for more information about the product.
  - e. The name on the label matches the name on the MSDS and the name on the hazardous chemical list.
- 2. Immediate use portable containers, in which materials are poured for use on that shift by the employee drawing the material, do not require a label.
  - a. The hazardous chemical is under the control of and only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.
  - b. Portable containers include bags, bottles, boxes, cans, cylinders, drums, and barrels.
- 3. Label pipes that contain hazardous substances.
  - a. Place warning labels on pipes that contain hazardous substances or that are insulated with asbestos containing material.
    - 1) The label clearly identifies the location of the pipes and the substances in the pipes.
    - 2) Written procedures are readily available to Home staff in the work areas.
    - 3) Labels are applied at the beginning and at the end of continuous pipe runs.

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- 4) If a pipe is above or below the normal line of vision, apply the labels so that Home staff can see them.

G. Train employees about hazards at the Home.

1. Each employee who works with or is potentially exposed to hazardous chemicals receives initial training on the hazardous communication standard and the safe use of the chemicals.
2. Training is provided for employees whenever a new hazard is introduced into their work areas.
3. Hazardous chemical training is conducted by the maintenance foreman.
4. Training covers the following topics:
  - a. Location and content of the hazard communication plan.
  - b. Location of the list of hazardous chemicals and the MSDS.
  - c. Jobs and processes in which hazardous chemicals are used.
  - d. Chemical properties such as visual appearance and odor, and methods used to detect the presence or release of the chemicals.
  - e. Chemical spills and leak procedures.
  - f. Physical and health hazards of the chemicals.
  - g. Meaning of warning labels on chemical containers and on pipes that contain hazardous substances.
  - h. Recognition of emergencies involving hazardous chemicals.
  - i. Procedures, equipment, and work practices that control exposure.
5. The Haz Com Coordinator (maintenance foreman) monitors and maintains records of employee training and advises the Home administrator on training needs.

## **HISTORY OF REVISIONS**

New: 1/1/12

Revised: 2/17/12; 7/20/12

Reviewed: 2/17/12

## **ATTACHMENTS**

## **REFERENCES**

29 CFR 1910.1200, 7 AAC 10.1095